



Administrative Services Assistant 2
Tennessee Alcoholic Beverage Commission
Location: Nashville, Tennessee
(Compensation range \$2393 - \$3827)

The Position:

The Administrative Services Assistant 2 is responsible for all administrative duties for the Chief Law Enforcement Officer (CLEO).

Job Responsibilities:

- Track and maintain vehicle mileage, fuel, repairs and oil changes.
- Complete a 1095 form with MVM when issuing vehicles or placing vehicle in TABC Motor pool.
- Conduct DL record check on all employees that are issued state vehicles and submit to MVM biannual.
- Submit monthly reports to Chief Law Enforcement Officer and TABC Commissioners.
- Conduct criminal history on all new employees.
- Issue numbers and conduct criminal history on all informants.
- Criminal history for agent statewide requesting information for criminal cases/investigations.
- Criminal history on new employee's and make ID cards and Commission cards for new agents.
- Meet requirements through TBI to maintain NCIC/TIES and TIBRS certification. (Attend classes given by TBI, yearly testing).
- Receive citations, log into system, search for prior violations, upload, set for hearing, payment plans, consent orders, update with payments and receipts, record all ED-Classes and close when paid in full.
- Review criminal case files for CLOSURE and notify agent on missing paperwork and when closed.
- Research for Grants and grant information. Write grant.
- Record all USTOP and NLLEA time, money spent, money remaining, prepare quarter report and report to GHSO.
- Travel to each post twice a year to conduct inventory on all agents issued equipment. Notify procurement officer when agent needs new equipment. Update agent list when issued new equipment.

- Take all complaint calls, forward to proper district SAC, log information into system, record outcome and CLOSE complaint.

Qualifications:

- Bachelor's degree is preferred, but not required. Experience equivalent to one year of full-time professional staff administrative experience.

Please send resume and contact information to: Mark Hutchens at mark.hutchens@tn.gov

The State of Tennessee is an Equal Employment Opportunity Employer.

The State of Tennessee complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Any person who believes that discrimination has occurred by a state agency on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.